



# USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052022R10004  
**ISSUANCE DATE:** 11/17/2021  
**CLOSING DATE/TIME:** 12/17/2021 at 03:00 p.m. local time.

**SUBJECT:** Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC or TCNPSC) –Project Management Specialist (Bureau for Humanitarian Assistance-BHA)**  
(Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

*Guadalupe Ramirez*

Guadalupe Ramirez  
Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION No.:** 72052022R10004
- 2. ISSUANCE DATE:** 11/17/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:**  
12/17/2021 before and/or at 03:00 p.m. local time.
- 4. POINT OF CONTACT:** Andrea Gramajo, e-mail at agramajo@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Specialist (Bureau for Humanitarian Assistance), FSN-4005
- 6. MARKET VALUE:**  
Q.283,056.00 – Q.438,738.00 equivalent to FSN-10. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in Guatemala. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:**  
The period of performance is five (5) years, estimated to start o/a May, 2022. *The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (on or around 04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.*
- 8. PLACE OF PERFORMANCE**  
Guatemala with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS: CCN PSC and TCN PSC.**  
*All CCN-PSC and TCN-PSC interested candidates eligible to work in Guatemala. Cooperating country national (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means and individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.*

**10. SECURITY LEVEL REQUIRED:**

Regional Security Office Background Check.

**11. STATEMENT OF DUTIES****1. *General Statement of Purpose of the Contract.***

The Project Management Specialist (Bureau for Humanitarian Assistance) provides program and operational management support to the Bureau for Humanitarian Assistance (BHA) portfolio in Guatemala. He/she reports to the BHA Senior Program Management Specialist in USAID/Guatemala, while serving under the operational authority of the BHA Latin America and the Caribbean (LAC) Senior Regional Advisor based in San Jose, Costa Rica. He/she is the BHA's program specialist dedicated to monitoring program implementation and managing the operational aspects of USAID's humanitarian assistance in Guatemala. S/he is required to travel frequently to other parts of the country and the region to monitor BHA-funded humanitarian assistance programs or participate in program/disaster responses, subject to approvals from the U.S. Embassy and USAID mission, and in coordination with BHA/LAC. He/she is a key member of the BHA/Guatemala team within the Economic Growth Office. He/she will participate in meetings with USG Senior Management, USAID team leaders, Mission's working groups, BHA/LAC and the country's humanitarian clusters in order to coordinate activities and advance BHA's objectives of saving lives and alleviating suffering.

**2. *Statement of Duties to be Performed*****Project Management (60%)**

- Supports the design and implementation of the full portfolio of BHA's humanitarian assistance and early recovery, risk reduction, and resilience (ER4) programs and activities with the goal of ensuring that programs will achieve planned results and reach the most vulnerable populations.
- Leads the performance/monitoring aspects of BHA programming, including designing and using appropriate monitoring tools and channels, and conducting field monitoring visits.
- Analyzes and assesses data from a variety of sources including field assessments, technical data, early warning information, and reporting from implementing partners and other stakeholders to shape and recommend appropriate humanitarian responses and ER4 activities. Document monitoring efforts and resolve implementation issues in an efficient and professional manner.
- Provides direction and guidance on interpretation and execution BHA-funded humanitarian assistance related regulations, policies, and procedures to partners implementing BHA-funded humanitarian assistance and Er4 programs.
- Develops, maintains, and strengthens working relationships with implementing partners and other humanitarian actors and other relevant stakeholders to increase synergy among the key stakeholders.
- Participates in Mission office staff and team meetings to coordinate administrative needs and technical portfolios and represent BHA equities.
- Compiles, analyzes, and disseminates progress reports on a regular basis to inform BHA/San Jose, BHA/W and USAID Guatemala.
- Participates in providing program management support in regional or country specific BHA responses.

- Serves as the alternate BHA in-house program representative in Guatemala and represent BHA before the Mission, host governments, NGOs, PIOs, and donors on issues that may impact humanitarian assistance related decisions.

**Operations Management (40%)**

- Manages BHA operations in country including serving as liaison between the BHA Field Platform Operations team and the BHA Guatemala team.
- Keeps BHA/Guatemala program and budget trackers up to date.
- Manages the financial and tax related aspects of BHA programs with implementing partners.
- Ensures compliance with regulations governing the accounting, handling and use of commodities and funds of BHA programs in order to reduce risk of fraud, waste and abuse.
- Ensures that program documentation and reports are filed according to BHA standards.
- Leads the outreach efforts of BHA programs in close coordination with USAID/Guatemala through highlighting success stories, supporting VIP visits a/o technical site visits, organizing BHA program-related technical and learning events, and others.

*The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least fifteen (15) workdays of training to a cooperating country national (CCN) designated by USAID/Guatemala. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

3. Supervisory Relationship. General supervision provided by the Senior BHA Program Specialist.
4. Supervisory Controls. Supervision of other staff is not contemplated for this position.

**12. PHYSICAL DEMANDS:** The position does not require undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

1. **Education:** University degree in business administration, agriculture, social science, economics, public health or related field is required.
2. **Prior Work Experience:** Five years of progressively responsible work experience in the design, management, administration and/or evaluation of humanitarian or similar development programs. Prior U.S.G., host government, NGO, or other work experience in an international organization is required.
3. **Language Proficiency:** Level 4 (fluent) Spanish reading, writing and speaking is required. Level 4 speaking, reading, and writing in English is required. The Job Holder shall be able to prepare correspondence and standardized reports, and to communicate in an effective manner with Mission and BHA staff members, implementing partners, and other stakeholders in Spanish and English.

### III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- a. **Education (10 points)** University degree in business administration, agriculture, social science, economics, public health or related field is required.
- b. **Prior Work Experience (45 points)** Five years of progressively responsible work experience in the design, management, administration and/or evaluation of humanitarian or similar development programs. Prior U.S.G., host government, NGO, or other work experience in an international organization is required.
- c. **Skills and Abilities (45 points)** Must have high tolerance and flexibility to work in fast-paced working environments and be able to manage competing priorities. Must possess a high level of managerial, analytical and leadership skills in program and response management and the ability to persuade and negotiate with high level GOG officials and executive directors of major U.S. and international organizations. Must be able to develop and maintain a wide range of senior level contacts in the public and private sectors. Computer literacy is required.

#### **Total Possible Points: 100 points**

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

#### **IV. SUBMITTING AN OFFER**

1. CCN-PSC eligible offerors are required to complete and submit the offer form [DS-174 form](#) (Employment Application for Locally Employed Staff or Family Member); for TCN-PSC eligible offerors the [AID-309-2 form](#) (Offeror information for Personal Services Contract with individuals).
2. Offeror must also submit a signed cover letter and a resume written in English.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s), work permit or residency permit and personal identification.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to [Guatemalavacancies@usaid.gov](mailto:Guatemalavacancies@usaid.gov).
7. Offerors' submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide the successful Offeror instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**1. BENEFITS:**

- a. Health and life Insurance
- b. Retirement plan (if applicable)
- c. Annual and Sick leave
- d. Annual bonuses: Bonus 14 and Christmas Bonus
- e. Annual performance bonus (MBC Reward, as applicable)
- f. Local and American Holidays

in accordance with Mission policy and local labor laws.

**1. ALLOWANCES:**

- a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

**VII. TAXES**

The Mission emphasizes to its employees the fact that they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Guatemalan Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary, in accordance with Mission policy and local labor laws.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

## LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: <i>641-MOD-20-HT-00</i>	1	LOT	<u>\$TBD</u>	<u>\$TBD at Award after negotiations with Contractor</u>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

\*\*\* END OF SOLICITATION \*\*\*